



COMDTINST 1524.1A

COMMANDANT INSTRUCTION 1524.1A

Subj COAST GUARD ADVANCED EDUCATION PROGRAM

Ref: (a) Training and Education Manual, COMDTINST M1500.10
(series), Chapter 3

1. PURPOSE. This Instruction updates policy, responsibilities and procedures for managing Coast Guard advanced education. The goals of the Advanced Education Program are to (1) raise the levels of individual military professionalism and technical competence and, (2) provide developmental incentives for personnel with high ability, dedication and the capacity for professional growth to remain in the Coast Guard. Additional information, guidance and application procedures can be found at http://cgweb.comdt.uscg.mil/cgpc-opm/Opml/Homepage/Opml_Homepage.htm
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive. Internet release authorized.
3. DIRECTIVES AFFECTED. Coast Guard Advanced Education Program, COMDTINST 1524.1, is hereby cancelled. This Instruction also expands and supersedes portions of reference (a). These changes include validation of education and experience requirements for specified billets, assignments after Coast Guard sponsored advanced education, Coast Guard Personnel Command oversight, service obligation, and a Peer Group Review process.

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4. BACKGROUND.

- a. A study group of Headquarters Program Managers led by Commandant (G-WT), developed a methodology for validating the educational requirements for billets and recommended other enhancements to improve program efficiency. The results of this study established a process to better define and articulate program requirements, tie identified billets to advanced education requirements and provide for a cross-programmatic group to allocate advanced education opportunities on an annual basis. These processes enable operating and support programs to better meet their programmatic advanced education needs.
- b. Officers interested in applying for advanced education programs should carefully consider the timing of the program and the subsequent impact of that particular program on their ability to progress in their primary specialty. Generally speaking, it is often best to apply for advanced education from an operational/field unit where the officer is serving in a primary specialty. The reason is that many programs require and expect an immediate payback tour, and if this is not in the officer's primary specialty, then the officer may miss a window required to remain on track in the primary specialty. Also, officers should consider their experience base in their primary specialty prior to applying for advanced education. This experience is important in regards to the officer's ability to attend advanced education, complete a payback tour out-of-specialty, and then return to service in the primary specialty. Officers should also remember that their choice of program might determine their primary specialty.

5. DISCUSSION.

- a. The Coast Guard's Advanced Education Program is the collective name given to a number of advanced training (Advanced Practice and Medical Residency Training, Marine Industry Training, Liaison Officer Training) and education programs of instruction that enables qualified personnel the opportunity to obtain advanced education at Coast Guard expense. These educational programs include: Advanced Computer, Engineering and Technology (ACET), Advanced Dental and Medical Residency, Postgraduate Education in various disciplines, Health Services Administration, Law, Intermediate and Senior Service Schools, Public Affairs, Physician Assistant, Reserve Program Administrator, and the Sloan Fellows Program. A complete list of Advanced Education programs of instruction can be found in reference (a).
- b. Training and education are provided to develop those advanced skills not normally possessed by individuals at

the point of accession and to qualify individuals for specific military billets. The courses of instruction within these programs are those of 20 or more weeks in length. Individuals enrolled in full-time programs, because of the duration of instruction, are identified as occupying billets within the training allowance of the General Detail. The program provides specific lengths of time for advanced education in each discipline. Generally speaking, an individual will be able to complete the requirements of the program within the allotted time. The program's long-term goal is to establish a high level of technical and managerial competence among service personnel.

6. DEFINITIONS.

- a. Active Duty Enlisted. Enlistment of any person under an Active Duty Contract (CG FORM 3301) with the regular Coast Guard.
- b. Active Duty Officer. Permanent, temporary and reserve officers serving on active duty in either chief warrant or commissioned grades. Officers serving in a retired recall status are not eligible.
- c. Advanced Education. Studies that lead to the attainment of a technical or professional degree and are devoted to the utilization and achievement of knowledge.
- d. Advanced Education Opportunity (AEO). A billet identified as requiring advanced education. Within an operating or support program, the total number of validated billets requiring advanced education.
- e. Advanced Education Peer Review Group. A group chaired by Commandant (G-WTT) and composed of representatives of participating Programs who review and prioritize all advanced education billets. The Peer Group reviews Program input validating all advanced education requirements, applies screens and/or weights to particular criteria as applicable, and submits its recommendations to the Director of Reserve and Training. The peer group is guided by Commandant (G-WT) Precept.
- f. Alternative Advanced Education Program. Programs of instruction that do not require the consumption of a Training Allowance Billet (TAB), but for which the Coast Guard pays for tuition, books and fees. These programs of instruction include nontraditional and nonresident means to obtain an advanced degree (e.g., correspondence courses, web-based, televised classroom, accelerated MBA) and enable members to complete a program of instruction while performing their normal military duties. This does not

include members pursuing education under the Coast Guard Tuition Assistance Program.

- g. Billet Description and Information (BDIF)(CGHQ-5621). The BDIF is used to identify a billet that requires Advanced Education. It includes data fields for the position number, description of duties, and required training and education. This form is generally completed by the first line supervisor and approved by the command.
- h. Fully Funded Advanced Education Program. While pursuing full-time, advanced education at a Program selected school, the member receives full pay and allowances with the tuition being assumed or paid by the Coast Guard.
- i. Reserve Officers. Reserve Officers may compete for Advanced Education and Training programs before integration. They may apply for Advanced Education opportunities provided they complete two years of commissioned service prior to enrollment in any Advanced Education program. Prior to enrollment, they must sign Active duty agreements extending to 30 Jun of the second year following their first best-qualified promotion board as well as the standard obligated service agreement for school.
- j. Student Cost Share. A variation of the Fully Funded Advanced Education Program in which the selected member pays tuition in excess of Program sponsored support in exchange for attending the school of the member's choice, subject to approval of the Program Manager.
- k. Training Allowance Billet (TAB). That portion of the General Detail used to support military personnel in Fully Funded Advanced Education Programs.
- l. Validated billet. A billet in which the primary duties cannot be optimally performed except by individuals possessing qualifications normally acquired through advanced education in a relevant field of study. There are three types of validated positions. Those which:
 - (1) Require specific technical or professional qualifications;
 - (2) Conduct staff planning, coordination, command, and/or advisory functions; or
 - (3) Manage or exert direct technical supervision over personnel who are required to possess professional technical qualifications that may include graduate education.

7. POLICY. It is Coast Guard policy to:

- a. Fund advanced education for active duty personnel required to fill service requirements for validated positions.
- b. Provide active duty personnel advanced education in sufficient numbers and disciplines to accomplish Coast Guard missions.
- c. Use active duty personnel who either possess an advanced degree acquired by any means, or have received fully funded education in validated billets requiring the discipline of that advanced education.
- d. Specifically identify all duty/assignment billets requiring incumbents to possess an advanced degree.
- e. Use all means available to ensure people with advanced education are available to fill specialized advanced degree billets.
- f. Maintain an Advanced Education Peer Review Group, chaired by Commandant (G-WTT), to review, validate and prioritize all advanced education requirements as provided by Program Managers using enclosure (1). The Peer Review Group's recommendations will be provided to Commandant (G-WT) by 15 November each year. Commandant (G-WT) will review recommendations and forward an approved list of all validated advanced education coded billets to Commander, Coast Guard Personnel Command by 15 January each year.
- g. Align academic work performed by Advanced Education students with Coast Guard and Program current and future directions. Alignment will include, at a minimum, academic courses and academic project and thesis requirements.
- h. Conduct evaluations to determine, at a minimum, the utilization of members with fully funded programs in validated billets and extent of transfer of the advanced education program to on the job performance.
- i. As best as possible, a member selected for a fully funded Advanced Education Program will attend a school located within commuting distance of their present location or next duty assignment.

8. RESPONSIBILITIES.

- a. Program Managers and Coast Guard Academy shall:

- (1) Complete a Billet Description and Identification Form (BDIF -see enclosure (1)) for each billet that requires advanced education and then revalidate BDIFs on an

annual basis. New requirements must be submitted to Commandant (G-WT) by 30 September.

- (2) Determine which billets allow the incumbent to pursue an alternative program of instruction to meet advanced education requirements. Part-time, executive type (weekend) programs, fellowship and nonresident programs are options that can be used to meet program requirements while producing cost-savings and efficiencies.
- (3) Negotiate reduced tuition rates at colleges and universities that provide Program specific education. Pursue in-state tuition rates for Coast Guard students regardless of their actual state of residence.
- (4) Coordinate all aspects of a selected member's advanced education program to include: course selection; specialty emphasis; and, project and thesis requirements with Coast Guard and Program needs and directions.
- (5) Provide Commandant (G-WTT), within 30 days of selected member's commitment to school, the name, academic major, and duration of the academic program for each member. This information will update and build a current TABPAL billet database.
- (6) Evaluate the requirements and effectiveness of advanced education. Program Managers shall develop performance indicators for billets requiring advanced education. The performance indicators will be used to assess the relationship between the advanced education completed and the billet performance requirements needed on the job.

b. The Coast Guard Personnel Command shall:

- (1) Encourage and assist those members not selected for fully funded or alternative advanced education programs to use available Government benefits such as tuition assistance, Mutual Assistance and the "Montgomery GI Bill" to pursue an unfunded program of instruction for its personal and professional value.
- (2) To the maximum extent possible, ensure that individuals who receive fully funded advanced education serve in a validated billet (requiring that education) immediately after completion of the education. Consider members who hold advanced education not funded by the Coast Guard to be available, but not required, to serve in a validated billet.

- (3) Require that members who have received fully funded advanced education, to include Permanent Commissioned Teaching Staff (PCTS) officers, incur a minimum active duty obligation of three months for each month of education for the first twelve months, and one month for each month of education thereafter, not to exceed six years. This period of obligated service is in addition to such other obligated service as may have been incurred.
 - (4) Require a one-year minimum active duty obligation of members who participate in a CG funded alternative advanced education program commencing with the completion of the last course taken. This period of obligated service is in addition to such other service as may have been incurred.
- c. The Director of Reserve and Training (G-WT) shall:
- (1) Maintain a list of all validated billets that shall be reviewed and updated on an annual basis.
 - (2) Triennially evaluate the methodology for determining advanced education requirements. Establish Validation and Advanced Education Peer Group Review Processes (see enclosure (2)).
 - (3) Track special in-state tuition agreements and make lists available to Program Managers.
 - (4) Annually convene, the Advanced Education Peer Review Group on or about 1 September, chaired by Commandant (G-WTT), whose members and alternates are in the grades of O-4/5 or GS-13/14 and represent the following Program Directors: Commandant (G-A), (G-O), (G-CFM) (G-CCX), (G-CPA), (G-CPP), (G-C2), (G-M), (2(G-S), (G-L), (G-WK), Coast Guard Academy, (G-W) and (G-I).
 - (5) Ensure that TABs are included for Civilian Advanced Education opportunities under the Civilian Program instituted by ALCOAST 083/98.
 - (6) Formalize and approve recommendations from the Advanced Education Peer Review Group concerning allocation of TABs by Programs by 15 December.
 - (7) Annually advertise advanced education opportunities by 1 February using all available communication tools including messages, Coast Guard publications and Internet. Information shall include academic majors, program sponsor, application procedures and points of contact for additional information.

- (8) Maintain the Advanced Education Web site accessible through the Coast Guard Intranet/Internet. The site includes: a current listing of advanced education messages, policy and academic opportunities; links to Program specific information and guidance; a project/thesis exchange that allows submission by Headquarters and field units of potential ideas for current and future advanced education students; and a listing of project/thesis work in progress by current advanced education students. The web site for Advanced Education is <http://www.uscg.mil/hq/g-w/g-wt/g-wtt/g-wtt-2/policy/adved.htm>.
 - (9) Annually update the TABPAL billets to reflect changes in TAB allocations made by the Peer Review Group.
 - (10) Work with Program Managers to develop an evaluation process to determine overall program effectiveness, transfer of learning and student to billet utilization rate.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
10. FORMS AVAILABILITY. CGHQ-5612, Billet Description and Information Form, included as enclosure (1), may be reproduced locally. CGHQ-5612 is also available on JetForm Filler.

Encl: (1) Billet Description and Information Form
(2) Cycle for TAB and Requirements Determination